



*Virginia Aviation Board  
Meeting Minutes  
October 20, 2004*

**MINUTES OF THE VIRGINIA AVIATION BOARD MEETING – OCTOBER 20, 2004,  
9:00 A.M. AT THE AIRPORT HOLIDAY INN, 5203 WILLIAMSBURG ROAD,  
RICHMOND, VIRGINIA.**

**MEMBERS PRESENT**

Roger L. Oberndorf, Chairman  
John (Jackie) G. Dankos, Jr.  
Bob L. Johnson  
William J. Kehoe  
Marianne M. Radcliff  
Alan L. Wagner  
Emmitt F. Yeary

**OTHERS PRESENT**

Director Randall Burdette, DOAV Staff, Federal Government Representatives, Airport Managers and Sponsors, Consultants, Engineers, State Government Representatives, Business Owners, and City & County Representatives.

**1. CALL TO ORDER**

The Chairman, Mr. Oberndorf, called the meeting to order.

**2. REVIEW AND APPROVE MINUTES**

The Chairman called for a motion to approve the minutes from the August 2004 Board Meeting. Mr. Johnson made a motion to approve the August 2004 minutes. Mr. Kehoe seconded and the motion carried. The minutes from the August 2004 Board Workshop and Meeting were approved.

**3. REPORTS/ANNOUNCEMENTS**

**A. DOAV Report**

The Chairman called on Director Burdette to provide the DOAV Report. Director Burdette thanked the Chairman and VAB members and proceeded with providing a power-point presentation.

Director Burdette wanted to share some new thoughts and ideas that are on the horizon for the Department of Aviation. There is a new Vision statement for Virginia Department of Aviation that reads, “Virginia will be recognized as the nations model Aviation Network-fully integrated into a world-class multi-modal transportation system – VTRANS 2025”. The current administration is working on a multi-modal study VTRANS 2025 as it relates to the assembly this year for budget proposals. What we are looking at doing is to look at a transportation network so that when we plan airports we plan access roads. We need to use commonality when we can as far as railroads and transportation needs. Director Burdette has discussed with Secretary of Transportation and the Chief of Staff about updating the Department of Aviations mission statement. Both agreed and so our new mission statement will read:

“VDOA will proactively develop and cultivate an Aviation Network that;

- \*Provides efficient aviation access for all Virginians,
- \*Is a good neighbor – safe and secure,
- \*Promotes economic development.

Director Burdette’s presentation is attached as Attachment D.

Director Burdette wants more contact with the airports and would like the staff to visit the airports more frequently in the future. Mr. Bob Johnson agrees that the DOAV staff needs to visit the airports. Mr. Emmitt Yeary suggested visiting the airports during commission meetings so staff can meet more individuals involved in airport operations.

Chairman Oberndorf would like to have the Board meetings held in different regions starting next year.

Mr. Bob Johnson suggested looking at a different method of sending the Board package out to members bi-monthly.

Director Burdette would like to meet with Ms. Marianne Radcliff about compiling a list of general assembly members who are pilots and set up a meeting the first or second week in December to get to know them as key people when working on aviation issues. Director Burdette would also like the Board members to attend this meeting.

## **B. Aviation Safety Report**

The Chairman called on Mr. Michael Mills to give the Department's Safety Report. Mr. Mills provided a PowerPoint presentation, which is attached as Attachment E.

## **C. FAA Report**

The Chairman called on Mr. Terry Page to give the FAA Report. Mr. Page provided Board members with a complete list of projects for FY’05 for their review. A copy of list is attached as Attachment F. Mr. Page asked airports to please start working on their program for next year. Appropriations should be available soon and sometime between January to March of 2005, the FAA will be ready to start issuing grants for FY ’05. Mr. Page wanted everyone to know there is a piece of legislation

passed by congress and signed by the President two days ago for emergency measures for hurricane damage. The FAA sent a notice to DOAV asking for help in reaching Virginia airports to see if there was any type of damage done during the hurricane season this year.

**D. G.A. Airport Security Program Report**

The Chairman called on Mr. John Settle to give the G.A. Airport Security Report.

Currently there are 26 airports secure and 22 that are in the process for becoming secure and 10 that are on standby while waiting for final templates to be delivered from RVA. There is 58% of the airports are secured or in the process of becoming secured, which is ahead of schedule. By close of FY'05, we estimated that we would have 75% but we are actually on schedule to have 84% secured. That is 48 of the 58 airports. Funds allocated for FY'05 \$186,000.00. Funds that are currently under grant for FY'05 are \$290,000.00. Mr. Settle provided a chart to Board members showing the status. This is attached as Attachment G. We are in negotiations with RVA who created the templates and manuals to do some more reviews for the airports. Mr. Settle will provide an update at the December Board meeting.

For the tax compliance overview, Mr. Settle reported that we are at \$1,052,187.25 with the collection rate at 92.5%. There have been 200 letters sent out in the last month. Director Burdette announced that John Settle has been fortunate to have the services of two interns from Tidewater Tech Aviation assisting with the collection process. Director Burdette wanted to let the Board members know that he recently attended the NBAA conference. There was a topic on taxation and Virginia was highlighted as one of the states of having the lowest tolerance for aircraft flying into the state. Currently, our rules state that if you are in the state 60 days you are subject to tax if you are not paying in another state already.

**E. Legislative Report**

None

**4. OLD BUSINESS**

None

**5. NEW BUSINESS**

**A. Prioritization of Terminal Buildings**

Chairman Oberndorf called on Mr. Clifford Burnette for his report. Mr. Burnette provided his presentation on Prioritization of Terminal Buildings. A copy is attached as Attachment H. The content of the presentation is why are terminal buildings not open when new airports begin operation? The "Basic Airport Facility" consists of a runway, stub-taxiway, apron, land side access and parking lot. The airports that are or will be impacted are Rocky Mt./Franklin County (Site Selection), Grundy Airport Replacement (Site Selection), Northern Neck (Site Selection), Tappahannock-Essex County Airport (Design), Lee County Airport (Open), and Stafford County Airport (Open). During the discussion at the Board workshop the following is a list of policy considerations discussed:

- Should New Airports be given preferential treatment?

- Would requiring New Airport Sponsors to build Terminal Buildings be considered an “un-funded” mandate?
- What should be considered a “basic airport” unit?
- What is an adequate Terminal Building?

A list of “Basic Airport Unit Options” and items that may need to be added was discussed. What is an Adequate Terminal Building “Option” was discussed. The Department offered the following recommendations:

- “Basic Airport Unit” – Runway, Apron, Stub Taxiway, Landside Access, Parking Lot, ***Terminal Building*** and ***Fuel Farm***.
- Terminal Building – Temporary Facility as a minimum.
- Upon completion of the initial master plan study, “basic unit” projects will be considered as a “Phased Project” – resulting in 50 bonus points added to each project.

The VAB members discussed the situation of Basic Airport Unit Options and the requirements of a terminal building and fuel farm being added to this option. It was decided by the VAB members to have Mr. Cliff Burnette do additional research and provide additional information for Board members at the December 2004 meeting. Dr. Wagner motioned to table the discussion to change the Basic Airport Unit Option until the December 2004 VAB meeting when more information will be provided by the Department of Aviation staff. Mr. Johnson seconded and the motion carried.

## **B. Request for Resolutions – Tentative Allocations from the Commonwealth Airport Fund**

The Chairman called on Mr. Swain to present the Airport Services Division Request for Resolutions – Tentative Allocations from the Commonwealth Airport Fund. Mr. Swain asked the board members to turn to Tab 5 for review of the VRA Loan packages received. The first application for a loan from VRA is Middle Peninsula for \$550,000.00 for a Terminal Building & Perimeter Fencing project. The next request is from Roanoke Regional for Clear Span Hangar Project for \$1,500,000.00. The next request is from Shenandoah Valley for Renovation of Clear Span Hangars and Terminal Building Parking Lot for \$1,200,000.000. The next request is from Stafford Regional for T-Hangar for \$900,000.00. The final request is from Twin County for Clear Span Hangar Site Preparation for \$100,000.00. Mr. Johnson made a motion to approve the VRA loan requests. Mr. Yeary seconded and the motion carried.

Mr. Swain moved to the project requests. The intent today is not to present the projects individually again but ask you to turn to the front pages of each region and approve/disapprove recommendations.

### **Region 1**

Mr. Yeary made a motion to approve recommendations. Mr. Koehoe seconded and the motion carried.

### **Region 2**

No requests received

### **Region 3**

Mr. Kehoe made a motion to approve recommendations. Mr. Dankos seconded and the motion carried.

### **Region 4**

Mr. Dankos made a motion to approve recommendations. Mr. Johnson seconded and the motion carried.

### **Region 5**

Mr. Kehoe made a motion to approve recommendations. Dr. Wagner seconded and the motion carried.

### **Region 6**

Ms. Radcliff made a motion to approve recommendations. Mr. Johnson seconded and the motion carried.

### **Region 7**

Dr. Wagner made a motion to approve recommendations. Mr. Kehoe seconded and the motion carried.

## **BOARD MEMBER COMMENTS AND REPORTS**

Chairman Oberndorf asked for comments.

Director Burdette asked all airport managers and sponsors to please provide proper documentation and give Department of Aviation staff members a call if they need any questions answered or any assistance when preparing their requests for financial assistance from the Virginia Aviation Board.

Ms. Margaret-Anne Hilliard, Manager of Hanover County Airport wanted to make a comment on the discussion that occurred on A Complete Airport Package definition. Ms. Hilliard asked that the Board consider asking airport managers and sponsors input on this topic.

Mr. Bill Kelly, Manager of New Kent County Airport asked that the Board look as helping the smaller airports when it comes to the current priority system being used for approval of projects.

Mr. Bob Johnson asked if we know what the financial viability of an airport is. Mr. Burnette stated that we do not know this information. There are some of the smaller airports in Virginia that are struggling but even so, the Department is not seeing airports close because of funding.

Mr. Emmitt Yeary wanted to let everyone know that most of the smaller airports are not self-sustaining. They do require assistance from their localities to operate. The localities need to understand the indirect benefits derived from having an operating airport in their localities.

Dr. Wagner discussed the tremendous negative impact due to the continued closure of Reagan Washington National Airport. We have not received any formal reporting from any other agency or body in that regard. Dr. Wagner made a motion that the Virginia Aviation Board receive a formal report from the responsible agency that has the ability to determine whether or not the airspace and airport are open for use by citizens of the Commonwealth of Virginia and other citizens from other states. Mr. Kehoe seconded the motion carried.

Director Burdette asked Terry Page for his assistance in finding the appropriate individual or agency to respond to Dr. Wagner's request. Director Burdette will have staff prepare a draft letter for TSA

to asking for a formal audience with a representation to provided information on the closure of airspace at Reagan Washington National Airport.

Mr. Kehoe thanked Hanover and New Kent for their comments on the definition of a Basic Airport Unit and their request to have airports involved in helping with the future definition.

Mr. Yeary, as always, thanked the Region 1 airports for coming to the VAB workshop and meetings held bi-monthly.

Mr. Dankos went to Danville for an event on a Monday and had an alternator problem and the FBO assisted with charging the battery and provided assistance.

### **ADJOURN MEETING**

With no further business, Chairman Oberndorf adjourned the meeting.